

Statement of Deficiencies

5305-D: Department of Health

Not Met

Approval Date : 12-9-04

Findings/Corrections

5305.D. The Provider lacked documentation of a current annual inspection and approval from the Office of Public Health, Sanitarian Services. THE INSPECTION REPORT DOES NOT NOTE A RECOMMENDATION NOR NOT TO RECOMMEND. Pad in the diapering area is noted as torn.

5307-A.4: Transportation Permission

Not Met

Findings/Corrections

5307.A.4. ALL AFTER SCHOOL CHILDREN (36) did not contain a signed agreements between the Provider and the parent to transport children. The authorization for DAILY AFTER SCHOOL PICK UP failed to include the name of the child, type of service (i.e., to and from home, to and from school), parent's signature and date.

5311-A: Personnel Records

Not Met

Findings/Corrections

5311.A.1. The Provider did not have an application/staff information form to include the name, date of birth, address and telephone number, previous training/work experience, educational background, employee's start date for [1]staff.DIRECTOR'S BROTHER IN LAW

5311.A.2. Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for [6]staff:

5311.A.3. The Provider did not have a job description for every position at the center for [5] staff.

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for [12] staff.

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for [9] staff. Documentation of submission [NOT] available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

5312-A: Orientation Training

Not Met

Findings/Corrections

No Orientation Training 5312.A. Provider lacked documentation that[12] staff received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;

Emergency and evacuation plan;

Supervision of children;

Discipline policy;

Job description;

Individual needs of the children enrolled;

Detecting and reporting child abuse and neglect;

Current Child Day Care Class "A" Minimum Licensing Standards;

Confidentiality of information regarding children and their families.

Orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children. THE PROVIDER DOES HAVE THE CORRECT FORMAT IT IS IN ONLY TWO OF FIFTEEN EMPLOYEES RECORDS.

Statement of Deficiencies

5312-E: CPR and First Aid

Not Met

Findings/Corrections

5312.E.1. The Provider did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children have current approved Infant/Child/Adult certification in CPR. [

5312.E.3. The Provider did not have documentation that at least 50 percent of the staff on the premises and accessible to children at all times has current approved Pediatric First Aid training.

5312.E.6. There was not at least fifty percent (50%) of the supervising staff on the field trip(s) taken on [July 29,2004] with documentation of current [Infant/Child/Adult CPR certification and Pediatric First Aid certification].

5321-A: Medication Training

Not Met

Findings/Corrections

No Documentation of Training 5321.A. The staff persons administering medication did not have documentation of training in medication administration. MEDICATION IS GIVEN IN EACH CLASS ROOM. There are seven rooms.

5327-A: Locked Harmful Substances and Equipment

Not Met

Findings/Corrections

5327.A. Prescription and over-the counter medications, poisons, cleaning supplies, harmful chemicals, equipment, tools, and any substance with a warning label stating it is harmful to or that it should be kept out of the reach of children were not locked away from children as evidenced by [Three class rooms have products with warning labels. These products are not locked away or in a child proof container. Renuzit super odor spray bottles were in all 3 rooms, one room had a spray bottle with clorox and water solution, 1 of the 3 had an aresol can of citrus time mist. The changing table in two rooms had buttox ointment and powders with in reach of children].

5327-L: Clean of Hazards

Not Met

Findings/Corrections

5327.L. The center and yard were not free of hazards as [SAME AS PREVIOUSLY STATED].

5327-N: Safety Box

Not Met

Findings/Corrections

5327.N. The Provider did not post "The Safety Box" newsletter issued by the Attorney General's Office as required by Chapter 55 of Title 46 of the L.R.S 46:2701.

5327-P: Visual Check of Center

Not Met

Findings/Corrections

5327.P. The Provider did not document that the entire center is checked at the end of the day to ensure that no child is left unattended at the center. THE PROVIDER ONLY HAD LAST WEEKS VISUAL CHECK DOCUMENTED.

5331-A: Transportation Arrangement Conforms to State Laws

Not Met

Findings/Corrections

5331.A. The Provider's transportation arrangements did not conform to state laws. THE DIRECTOR STATED THE CHILDREN PARTICIPATED IN A FILED TRIP. SHE WAS NOT SURE WHO OR WHAT VEHICLES WERE USED. SHE DID NOT INSURE ALL DRIVERS HAD APPROPRIATE LICENSE, VEHICLE WAS IN COMPLIANCE AND THAT EACH VEHICLE HAD APPROPRIATE INSURANCE.

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5331-K: First Aid Supplies

Not Met

Findings/Corrections

5331.K. The Provider's vehicle is used to transport children [from school to the center] it did not have first aid supplies on board.

5331-L: Identification Information in Vehicle

Not Met

Findings/Corrections

5331.L. The identifying information in the [center] vehicle was not complete as it did not include: [A PHONE NUMBER OF THE CENTER OR FOR CONTACT OF THE DIRECTOR/OWNER]. Complete documentation includes the name of the Director, name of the center, telephone number, and address of the center.

5333-C: Record of Field Trips

Not Met

Findings/Corrections

5333.C. The Provider did not maintain a record of all field trips taken to include the date and destination, list of passengers (children, parents, and staff) (going and returning) and method of transportation. THE PERMISSION FORM LIST TIMES AND DESTINATION. THIS FORM ALSO INCLUDED THE NAME OF ONE STAFF AND THE DIRECTOR'S HUSBAND AS TO WHOM THE CHILDREN'S PARENTS WERE GIVING PERMISSION TO RIDE WITH. THE DIRECTOR WAS NOT SURE WHO PROVIDED TRANSPORTATION. SHE THOUGHT SOME OF THE PARENTS ALSO PROVIDED TRANSPORTATION.

5333-D: Planned Route

Not Met

Findings/Corrections

5333.D. Parents provided transportation for field trips and there was not a copy of the planned route(s) that was provided to each driver maintained in the center.

5333-F: Vehicles Visual Check

Not Met

Findings/Corrections

5333.F. The Provider did not have documentation that the driver or a staff person checked the vehicle and accounted for each child upon arrival and departure at each destination to ensure no child is left on the vehicle or at any destination. Documentation shall include the signature of the person conducting the check and the time the vehicle is checked for each loading and unloading of children.

5335-B: Required Staff When Transporting Child Under 5

Not Met

Findings/Corrections

5335.B. The Provider did not have the driver plus one staff in each vehicle when transporting children under five years of age. [2] children age [4] are picked up after school and brought to the center daily.

5335-D: Master Transportation List

Not Met

Findings/Corrections

5335.D. The provider did not have documentation that the driver or attendant was provided with a master transportation list that includes each child's name, pick up and drop off locations. THE CENTER PROVIDES AFTER SCHOOL PICK UP

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5335-E: Attendance Record

Not Met

Findings/Corrections

5335.E. The transportation attendance record documentation was incomplete as it did not include: [TIME OF PICK UP AND DELIVER, SCHOOL NAMES (where picked up) NUMBER AND NAME OF ALL PASSENGERS,AND NO RECORDS TO REVIEW EXCEPT FOR A WEEK IN NOVEMBER]. Transportation FOR AFTER SCHOOL is provided. A complete record includes the driver's name, the date, name of all passengers(children and adults) in the vehicle, the name of the person to whom the child was released, and the time of the release.

5335-F: Visual Check of Vehicle

Not Met

Findings/Corrections

5335.F. The Provider did not maintain documentation that the driver or attendant checked the vehicle to ensure that no child is left on the vehicle at the completion of each trip. Documentation shall include the signature of the person conducting the check and the time the vehicle was checked.THERE WAS NO VISUAL CHECK FOR THE ONE FIELD TRIP TAKEN AND NONE FOR AFTER SCHOOL PICK UP